

U.S. Consulate-General Chiang Mai, Thailand
Foreign National Student (Thai) Intern Program 2013

The Foreign National Student (Thai) Intern Program will be offered from March 18 to May 17, 2013, during the summer break.

Applicants must meet the following criteria:

- (a) Be full-time students at an accredited Thai university;
- (b) Have already completed two years of university studies;
- (c) Be at least 18 years old;
- (d) Have a GPA of 2.8 or higher; and
- (e) Possess good working knowledge of English.

Interested students should submit an application with a verification letter of student status **through the university's Student Affairs Office no later than January 16, 2013.** Students must identify the position number(s) of the position(s) they are applying for on their applications. ****Please note that students may apply up to 4 positions only.**

Internships will be offered in the following offices/organizations:

CSIP#2013/1	Political
CSIP#2013/2	Economic
CSIP#2013/3	Public Diplomacy (Cultural Affairs)
CSIP#2013/4	Public Diplomacy (Media/Communication)
CSIP#2013/5	Community Liaison Office
CSIP#2013/6	Consular (2 positions)
CSIP#2013/7	General Services Office

Attachments:

1. Job Descriptions and Qualifications
2. Application Form

Attachment 1: Job Descriptions and Qualifications

Vacancies number 1-4 require students currently enrolled in **specific** areas of studies.

CSIP#2013/1

Office / Organization: Political Section

Job Description:

- Facilitate, and in some cases, draft reports covering political developments in the Northern consular district ranging from political reconciliation efforts, red-shirt political dynamics, trafficking-in-persons and migrant labor challenges, Thai-Burma issues, etc.
- Update the biographic information of key personalities in Northern consular district
- Engage in Embassy and Consulate outreach programs and attend the public seminars and political events for reporting purposes

Qualifications:

- Candidate must be currently enrolled in Political Science, Sociology, or History with an interest in Thailand's social and political development
- Background on bilateral or cross-border Thai-Burma issues and work with civil society sector is a plus
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

CSIP#2013/2

Office / Organization: Economic Section

Job Description:

- Assist to conduct research for information and report on economic issues including topics in cross-border trade in the Lower Mekong countries and environmental issues in Northern Thailand
- Team up with interns in other sections to organize outreach programs promoting the Thai-U.S. Creative Partnership and the Intellectual Property Rights

Qualifications:

- Candidate must be currently enrolled in Economics or Business Administration with strong interests in economic, social, and environmental issues
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

CSIP#2013/3

Office / Organization: Public Affairs Section (Cultural Affairs)

Job Description:

- Provide support for regular cultural and educational programs (e.g. U.S. speaker program, International Visitor Leadership Program, American Corner, Receptions)
- Survey opportunities to engage the Consulate's mission into local community events
- Monitor and organize inventories of promotional items and publications
- Provide administrative support including translation and logistics

Qualifications:

- Candidate with interest in communications, media, and cultural affairs
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai
- Candidate should be enthusiastic, creative-minded, a strong team player with excellent communication, time management and multitasking skills

CSIP#2013/4

Office / Organization: Public Affairs Section (Media/Communication)

Job Description:

- Monitor media and identify relevant news clippings for sharing
- Draft press release
- Design and produce brochures/ posters, including other promotional materials

- Assist with online communication (Facebook, Twitter, YouTube, and the website)
- Update press contact database
- Survey online platform to seek opportunities to engage the Consulate's mission into online community in the region
- Provide administrative support including translation and logistics

Qualifications:

- Candidate with interest in communications, media, and cultural affairs
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai
- Candidate should be enthusiastic, creative-minded, a strong team player with excellent communication, time management and multitasking skills

Vacancies number 5-7 require students currently enrolled in general areas of studies.

CSIP#2013/5

Office / Organization: Community Liaison Office

Job Description:

- Interact with the Consulate American/Thai staff and family members
- Plan, organize and participate in Community Liaison Office events including holiday parties, CLO lunches and outings, and other CLO events planned for the Consulate community within Chiang Mai Community
- Manage database and records as appropriate

CSIP#2013/6

Office / Organization: Consular Section

(2 positions)

Job Description:

- Assist in Nonimmigrant Visa (NIV) and routine American Citizen Services (ACS) processing during post's peak season

- Assist in emergency ACS cases including accompanying officers or other Consular staff on emergency ACS visits outside of the Consular section
- Serve as the translator for American officers
- Provide administrative support including data entry, document screening

CSIP#2013/7

Office / Organization: General Services Office

Job Description:

- Provide general assistance to the Maintenance Foreman
- Record work time and material usage for work orders and maintenance work
- Organize GSO's document and filing system
- Perform other duties as assigned

Below are job qualifications for vacancies number 5-7

- Candidate with Business Administration, Arts, Humanities, Communication Arts, or other related field
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be enthusiastic, creative, able to work independently, and willing to perform tasks as assigned

Number of required hours:

40 per week (flexible)

*****Please note that the above vacancies are unpaid jobs.***

Attachment 2: Application Form (see next page)



U.S. MISSION (THAILAND)
APPLICATION FOR FOREIGN NATIONAL
STUDENT INTERN PROGRAM

1. Position No./Title _____

2. FULL NAME: _____
LAST (SURNAME) FIRST MIDDLE

3. PRESENT ADDRESS AND TELEPHONE NUMBER (E-Mail, if available):

4. How did you learn about this program? ☐ Ad ☐ Employee ☐ Relative ☐ University/School ☐ Other (Please Specify) _____

5. Do you have any relatives that work for the Embassy/Consulate: If yes, please list name, department where they work and how long they have been employed?

6. CURRENT CITIZENSHIP: _____

7. U.S. CITIZENSHIP: Do you have any claim to U.S. citizenship? YES _____ NO _____

8. UNIVERSITY/SCHOOL/EDUCATIONAL INSTITUTION:

For each institution you have attended, provide the following information in the space below. Begin with your present school and work backwards. Use continuation sheets as necessary.

Name and full address of current institution:

Name, title and telephone number of instructor:

Dates Attended (Month/Year) _____ Diploma/Degree/Certificate: _____

Date Received: _____ Major Field of Study: _____

GPA: _____

9. **LANGUAGES:** (Identify the language and indicate extent of your competence for each :
 5 = fluent; 3 = good; 1 = fair; 0 = not at all)

<u>LANGUAGE</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>	<u>UNDERSTAND</u>
English _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

10. **SPECIAL QUALIFICATIONS AND SKILLS:**

List any special skills you possess and equipment you can use, certifications, licenses obtained, etc.

11. **TRAINING RECEIVED:**

List training received in areas applicable to the internship position in which you are applying.

12. **EMPLOYMENT (if applicable):** Begin with your most recent position and work backwards.

A. NAME AND FULL ADDRESS OF EMPLOYER: _____

B. DATES WORKED (month/day/year) : FROM _____ TO _____

C. EXACT TITLE OF POSITION: _____

D. NAME, TITLE, AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR:

E. DESCRIPTION OF WORK (Describe specific duties, responsibilities, and accomplishments):

F. NUMBER OF HOURS WORKED PER WEEK: _____ NUMBER OF EMPLOYEES YOU SUPERVISED: _____

G. REASON FOR LEAVING: _____

13. **HAVE YOU EVER WORKED FOR THE U.S. GOVERNMENT?** YES ____ NO ____

HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION? YES ____ NO ____

PLEASE EXPLAIN: _____

CONTINUATION SHEET: ADDITIONAL INFORMATION (if applicable)

UNIVERSITY/SCHOOL/EDUCATIONAL INSTITUTION:

